

Minutes

Natural Resource Management Career Development Steering Committee Meeting

Feb 22 – 25 2000,

San Diego, Calif.

- Welcome, Introduction and Administrative
 - Attending: Dwight Beall, Chairman; Art Ruebenson, South Atlantic Division; Karen Wagner, South Pacific Division; Elizabeth Bowen, Administrative Representative, Marilyn Jones, Southwestern Division; Vacant, North Atlantic Division*; Craig Lykins, Northwestern Division; Roger Hayes, Mississippi Valley Division; Michael Cummings, Ohio River and Great Lakes Division.
- General Discussion: Group reviewed the issues as presented by the represented populations. All had been presented and addressed in the February meeting in D.C. Given the optimistic web site schedule, it was decided that the group would wait until the web site was running and at that time, post and address the issues on that site. This insures one voice and reasonably insures that all NRM employees will have access.
- Marilyn Jones and Elizabeth Bowen prepared a database from the organizational charts that they had received and presented the findings to the group. The purpose of this exercise was an attempt to validate the claims by some NRM personnel that, since the advent of SOS, a “rung” from the career ladder was missing, (GS -11). Minus the input from MVD, Los Angeles District and Fort Worth District that had not yet been received, they had formed an initial analysis of the data. The group felt that the missing data was important to the product and asked the division reps to make all attempts to capture the needed data and incorporate it into the database.
- A brief *Safe Self* discussion revealed that some users had not been able to log on. Div reps were asked to poll their groups to determine the scope of the problem and report those to Greg Mollenkopf. We will also be contacting Huntsville to get a list of completions.
- The group discussed the update of the NRM Career Development Guide. Roger Hayes has the lead and indicated his thoughts that the product should be more graphical in nature, using the SES guide as a model. Group determined that a marriage of the two products would produce the best effect with the lead being more graphical and general and the “meat” of the document still consisting largely in a textual format. Teams are as follows for rewrite:
 - Group chair and lead – Roger Hayes.
 - Elizabeth and Marilyn – Admin
 - Craig and Art – Rangers
 - Marilyn, Mike, Karen – Park Managers/Staffers & Facility Management.
- Web site was demonstrated and discussed at length:
 - Surveys – Committee identified two areas which should be often surveyed (1) A 3 year update based on the information provided by Bonnie Bryson dealing with career plateauing, employee retention etc. Plan would be to have a contractor selected to continue her work. (2) A training needs survey to ascertain the need for change or the development of needed training. Mention was made of forming partnerships with BLM etc. to help defray costs. Again, the committee is interested in a contracting effort to perform the survey.
 - Craig Lykins indicated that he would take a crack at initially maintaining the website content.
 - The draft website was reviewed page by page.
 - Contract a graphics firm to design a quick loading graphic for the front page of the site.
 - Front page of site should also feature a recruitment tag enticing potential NRM applicants.
 - Several action items from web discussion:
 - Get current OTJ standards from various districts around the nation for the 05/07/09 ranger progression. Beall
 - Determine the existence of an existing contract with Gallup or another survey firm to carry out the survey functions. Austin
 - Finalize the “field concerns” list from our D.C. meeting and forward to Craig.
 - Follow up with John Hannah
 - Bonnie Bryson PP program for insertion onto web site. BEALL
 - SOP to be written for FAQ responses.

- Team needs to be looking for good existing exportable links, or purchases for the web.
CRAIG
- WEB site for classmates to the group.
- Remainder of meeting dedicated to the task work of updating the Career Development guide.